

# NATIONAL PROVIDER IDENTIFIER (NPI): STEP-BY-STEP GUIDE FOR CYBHI FEE SCHEDULE PROGRAM PROVIDERS

This document provides guidance for CYBHI Fee Schedule program provider organizations (e.g., Local Educational Agencies and public Institutions of Higher Education) and individual health care providers on how to obtain a National Provider Identifier (NPI).

CYBHI Fee Schedule program providers and respective organizations must have an NPI to receive payment for the delivery of services.

## WHAT IS AN NPI?

The NPI is a 10-digit permanent numeric identifier that is assigned to an individual health care provider (Type I NPI) or provider organization (Type II NPI) by the Centers for Medicare & Medicaid Services (CMS). It must be used on electronic claim transactions for health care billing and reimbursement. In order to be reimbursed for services delivered, it is necessary for providers to apply for and obtain an NPI.

**Remember: Type I NPI is for one individual. Type II NPI is for a group or organization.**

## Who must have an NPI?

- » All provider organizations and individuals or sole proprietorships that render CYBHI Fee Schedule program services and submit claims for reimbursement must have an NPI.
- » Employees and subcontractors (that have a financial agreement with provider organizations) of provider organizations that deliver services are encouraged to obtain an NPI, but are not required to have one at this time if they will not be listed on the insurance claim as the rendering or billing provider
- » The NPI must be included on the organization's paper or electronic claim submitted for reimbursement.

## What if I have already an NPI?

If an organization already has an NPI, it does not need to submit another application for an NPI to participate in the CYBHI Fee Schedule program. The organization can use its existing NPI to bill for services. However, organizations should ensure that the Taxonomy codes listed in the organization's NPI profile are current and reflect the licenses and services that will be provided as part of its participation in the program.

## How Can an Organization Apply for an NPI?

Applying for an NPI is free, easy, and typically takes 20 to 30 minutes to complete. Organizations can apply online or by mail.

To apply **online or by mail**, organizations should visit the [National Plan and Provider Enumeration System \(NPPES\)](#) website, read the instructions carefully, complete the questionnaire, and submit their application. The website contains [Frequently Asked Questions](#) and other helpful information. Page 3 of this guide provides a link to a step- by-step process document issued by CMS NPPES to assist organizations with responding to some of the questions posed during the NPI application process. For example, the self-selection of "Taxonomy Codes" may be confusing for some organizations; Page 3 provides additional guidance on how organizations may respond.

### Apply Online

The Department of Health Care Services (DHCS) encourages organizations to use the NPI online application process as it is the fastest way to obtain an NPI and the easiest way to track the application process. The online application at the [NPPES](#) website is recommended for organizations, providing quicker processing and allowing for easier status tracking.

### Apply by Mail

However, if an organization prefers to submit a paper application, it can download the [CMS NPI Application/Update Form](#). Please follow the instructions provided in the paper document, including where to mail. Organizations may also contact the CMS NPPES customer service hotline at (800) 465-3203 to request a paper application form.

## Receiving Your NPI

After an organization has completed its application and received confirmation of its submission, it will receive an NPI via e-mail from [CustomerService@NPIEnumerator.com](mailto:CustomerService@NPIEnumerator.com). If the organization has spam filtering on its e-mail interface, the reply from the NPI Enumerator with the NPI and confirmation message may be intercepted and diverted to a spam folder. Be sure to check this folder regularly after submitting your application.

- » The amount of time it takes to obtain an NPI is dependent upon the volume of applications being processed at a given time, whether the application was submitted electronically or on paper, and whether the application was complete and passed all edits.
- » Per CMS, a provider who submits a properly completed electronic application could receive an NPI in **fewer than 10 business days** while paper application reviews take approximately 20 business days. Application errors may further delay assignment.
- » Organizations submitting applications online may track the progress of their application and will receive an email with its new NPI number when the application is processed and approved.

## STEP-BY-STEP NPI APPLICATION PROCESS

The guidance provided is designed to support organizations with submitting an online application through the [CMS NPPES website](#). However, guidance for the specific data requirements on the application may be useful in the completion of both paper and online applications. If an organization already has an NPI, please ensure the Taxonomy codes in its NPI profile are current and reflect the licenses and services that you will provide.

- » A taxonomy code is a unique code that designates your classification and specialization. And will be used when applying for an NPI. You can review a list of taxonomy codes at the [National Uniform Code Committee \(NUCC\)](#) code list.

## Visual NPI Guide

Step-by-step images for account creation, multi-factor authentication, application completion and submission can be found on the CMS NPPES website's ["How to Apply for an NPI" PDF](#). Please review this document and bookmark it for future reference.

## Contact Us

If you have any questions, please contact DHCS' Office of Strategic Partnerships, School- Based Services Branch at [DHCS.SBS@dhcs.ca.gov](mailto:DHCS.SBS@dhcs.ca.gov) .